

## **MUSIC DEPARTMENT TECHNICIAN – JOB DESCRIPTION**

The Music Technician (*the Technician*) is employed on a part-time basis to assist with the smooth running and general upkeep of the Music Department and hall/stage area. This includes, ensuring that all electronic equipment is properly maintained and stored; providing technical assistance to pupils and staff; ensuring that rooms are properly set up for classes/workshops/performances; monitoring and helping to order consumables, software/hardware as required; setting up P.A. equipment; recording live events and studio workshops; and assisting pupils with specific tasks as directed by the Head of Department (Academic).

### **1. Accountability**

The Technician reports to the Head of Department for Academic Music for all the work they carry out within the Music Department.

### **2. Hours**

The Technician is contracted to work normally 16 hours per week (term time only) but accepting that the nature of the job will require the Technician to work a number of evenings and weekends during the term to support performances. This will include additional paid hours.

### **3. Areas of Responsibility**

On a day to day basis the Technician will be working with the following people:

- Subject Leader - Academic Music
- The full-time members of the staff who are in charge of Academic classroom lessons.
- IT Department of the School (especially when the IT-related matters relate to music software/technical support in lessons)
- Monitoring the safe use of equipment in the music department during lunchtimes.
- To provide support and liaison with all staff, regarding the technical requirements for house events, assemblies, Masses, cross curricular days, sports day or as directed by subject leader.

### **4. Duties**

- Ensure that all PA/AV and Studio equipment is properly maintained
- Ensure that all equipment is stored in the correct place and that work areas are kept tidy.
- Ensure that any faults are reported and repaired.

- Provide technical assistance to staff and pupils particularly exam groups
- To work one to one with pupils on special projects – as directed by teaching staff
- To ensure that software is tracked and kept up to date.
- To ensure that rooms are set up appropriately for classes/rehearsals; especially ensuring that the workstations are fully ready for use.
- Responsible for the recording/filming of concerts/recitals.
- To assist with the production and engineering of CD recordings made by the Department.

### **5. General**

- All staff working within the School are expected to behave with a high degree of professionalism as this is a role that requires close interaction with pupils it is especially important that the Technician be seen as a good role model.
- The nature of the position requires that some tasks will need to be carried out in the evenings, weekends and outside term-time

This Job Description is not exhaustive and the Music Technician may, from time to time, be asked to take on additional tasks that are suitable to the role.

### **Hours of Work**

13 hours per week to be arranged with the department.